

# Sample Recommendation Letter for MBA Graduate School Admission

Date: [Insert Date]

To the Admissions Committee,

I am pleased to write this letter in enthusiastic support of **[Applicant's Name]** for admission to your MBA program. During the time I have worked with **[Applicant's Name]** as their [relation to applicant, e.g., supervisor, professor, colleague] at **[Company/Organization/Institution Name]**, I have been consistently impressed by their exceptional abilities, leadership skills, and commitment to professional growth.

**[Applicant's Name]** quickly distinguished themselves as a standout contributor through their analytical acumen and strategic thinking. For instance, in their role as **[position/job title]**, they led a complex project that required both innovative problem-solving and efficient team coordination. Their efforts resulted in **[briefly describe a quantifiable achievement, e.g., a significant increase in sales, cost savings, new process implemented, etc.]**, demonstrating keen insight and the ability to execute under pressure.

Beyond technical competencies, **[Applicant's Name]** has repeatedly exhibited superb leadership and collaboration skills. They have been an inspiring mentor within our team, offering guidance and encouragement while promoting an environment of open communication and trust. These qualities, combined with a proactive approach to challenges, make them an invaluable asset in any setting.

**[Applicant's Name]**'s intellectual curiosity and dedication to continuous learning are equally noteworthy. Their pursuit of self-improvement translates into an eagerness to embrace new responsibilities and expand their knowledge. **[He/She/They]** regularly seek out feedback and use it constructively, consistently advancing both personal and organizational goals.

I am confident that **[Applicant's Name]** will thrive within the rigorous and collaborative environment of your MBA program. Their proven record of success, integrity, and leadership, along with a genuine passion for business, assures me that they will make significant contributions to your academic community.

Please feel free to contact me at **[Your Email Address]** should you require any further information. I offer my unequivocal endorsement of **[Applicant's Name]**'s candidacy and believe they will excel in your distinguished program.

Sincerely,

**[Your Name]**

**[Your Position/Title]**

**[Company/Organization/Institution Name]**

**[Contact Information]**